

30 July 1957

*Rec mgt 5403*

	<u>Estimated Number Hours</u>
1. Finished Intelligence	
a. Inventory	450 Hrs.
b. Arrange record copies of NIS	40 Hrs.
c. New kardex cards	800 Hrs.
2. Expand and rebox material retired by Comptroller/Finance that will be kept permanently.	1000 Hrs.
3. Inventory and establish a subject file on all retired records.	500 Hrs.
4. Inventory, rebox and describe files retired by OCR/LY.	2000 Hrs.
5. Combine all information reports into one complete set.	1500 Hrs.
6. Screen and inventory Regulations, Notices and Handbooks.	20 Hrs.
7. Consolidate Medical Job 53-241.	20 Hrs.
8. Indicate on kardex permanent for all jobs that are to be kept permanent.	40 Hrs.
9. Check statistical inventory against space inventory.	130 Hrs.
10. Inventory and work with OCR on returns of Cenis.	24 Hrs.
11. Inventory and describe files retired by OCR/LD.	1000 Hrs.
12. Inventory and describe Job 53-88 - Logistics.	54 Hrs.
<b>TOTAL:</b>	<b>7578 Hrs. Estimated</b>

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Work to be Performed by the Records Center when personnel  
is available. [redacted] will arrange in order of  
importance. Sanitized - Approved For Release : CIA-RDP70-00211R000100190011-7

7-29-57  
8-7-57  
Estimated # hrs.

1. Inventory of finished intelligence. 450 Hrs.
2. Arranging record copies of NIS in order. 40 Hrs.
3. Screen <sup>Y INVENTORY</sup> Regulations, Notices and Handbooks. 20 Hrs.
4. Combine all information reports into one complete set. 1500 Hrs.
5. Inventory and describe files retired by OCR/LD. 1000 Hrs.
6. Inventory, rebox and describe files retired by OCR/LY. 2000 Hrs.
7. Inventory and describe Job 53-88 - Logistics. 54 Hrs.
8. Inventory and work with OCR on returns of Cenis. 24 Hrs.
9. Check statistical inventory against space inventory. 130 Hrs.
10. Inventory and establish a subject file on all retired records. 500 Hrs.
11. Consolidate Medical Job 53-241. 20 Hrs.
12. Indicate on kardex, Permanent, for all jobs that are to be kept permanent. 40 Hrs.
13. Expand and rebox material retired by Comptroller/Finance that will be kept permanently 1000 Hrs.
14. New kardex cards for finished intelligence 800 Hrs.

TOTAL 7578